

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

April 2, 2014

SUBJECT: DEPARTMENT MANUAL SECTION 3/756.90, COMMENDATION OF
PRIVATE PERSONS BY DEPARTMENT - REVISED AND RENAMED

PURPOSE: The purpose of this Order is to rename the Police
Commission Citation to Police Commission Certificate
and revise the criteria for which the Certificate may be
requested.

PROCEDURE: This Order revises and renames Department Manual
Section 3/756.90, *Certificates for Private Persons
and Members of the Department*. Department Manual Section
numbers 3/756.91 through 3/756.94 have been deleted. The
content of these sections have been incorporated into Department
Manual Section 3/756.90. Attached is the revised manual section
with revisions indicated in italics.

AMENDMENT: This Order amends Sections 3/756.90 through 3/756.94
of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits
and Inspections Division, will review this directive and
determine whether an audit or inspection will be conducted in
accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

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**DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 3, 2014**

756.90 CERTIFICATES FOR PRIVATE PERSONS AND MEMBERS OF THE

DEPARTMENT. Recommendations for commendation of a private person may be initiated by any member of the Department who becomes aware of an act of assistance to the Department which is believed to be exceptional. Such recommendation *must* be recorded on an Employee's Report, Form 15.07.00, and forwarded through channels to the concerned commanding officer.

Police Commission Certificate. A Police Commission Certificate may be requested of the Chief of Staff for the following:

- *Recognition of private persons/groups who have contributed to the mission of the Los Angeles Police Department (LAPD) in a significant and measurable way;*

Note: The contribution may be in the form of an act of heroism which involves great risk of personal injury or death or an event of outstanding volunteerism and assistance.

- *The rare occasion when recognition of Department personnel, sworn or civilian, is not best served through the Awards and Decorations Board process, or a commendation;*
- *Recognition of an employee, sworn or civilian, honorably retiring from the LAPD; or,*
- *Recognition of a Police Commission employee who is either transferring or promoting from the Police Commission staff.*

Note: The employee must be recommended by the Inspector General or the Commanding Officer of Commission Investigation Division to the Police Commission Executive Director for final approval.

Department Certificate of Appreciation. A Department Certificate of Appreciation may be awarded for an exemplary contribution or an outstanding act of service which assists the Department or the law enforcement profession in fulfilling its objectives.

Certificate of Recognition. A Certificate of Recognition may be awarded for a high degree of service or assistance to the Department, an Area, or a division in accomplishing its objectives.

Certificate of Acknowledgement. A Certificate of Acknowledgement, Form 01.86.02, may be awarded for service or assistance to the Department at the *Area/divisional* level when no other certificate is appropriate. The certificate is completed and signed by the concerned commanding officer.

Commanding Officer's Responsibility - Certificates for Private Persons and Members of the Department. When commanding officers become aware of an act of exceptional assistance by a private person or receive a proposed commendation for such an act, they *must* ensure that all facts of the incident are verified, the merit of their commendation is established, and ascertain the relative fitness of the prospective recipient of the award.

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Note: Accessing the Federal or State Automated Criminal History Systems (ACHS) or Wanted Persons Systems (WPS) via the California Law Enforcement Telecommunications System (CLETS) is prohibited when ascertaining the relative fitness of the recipient.

Commendations at Divisional Level. When a recommendation for a commendation is the result of a high degree of assistance or service to a divisional or Area level of the Department, the concerned commanding officer *must* cause the following to be awarded:

- Certificate of Acknowledgement, Form 01.86.02.

Commendations at Department Level. When a recommendation for a commendation is the result of a high degree of assistance or service to the Department or the law enforcement profession, the concerned commanding officer *must* include all pertinent information on an Intradepartmental Correspondence, Form 15.02.00, which *must* be transmitted, along with pertinent documentation, to the concerned group/bureau commanding officer. After review and concurrence with the recommendation, the concerned group/bureau *must* forward the recommendation, via the chain of command, to the Chief of Staff.

Responsibility of the Chief of Staff. Upon receipt of a proposed commendation, the Chief of Staff, *must*:

- Review the recommendation and supporting documentation and determine whether the presentation of the award will be in the best interest of the Department; and,
- If appropriate, forward the commendation to Community Relations Section to cause appropriate publicity and the proper setting to be arranged for presentation of the award. Community Relations Section *must* notify the concerned commanding officer of the action taken by the commanding officer.

Certificates for Private Persons and Members of the Department Signed by the Chief of Police. When a recommendation for a Police Commission *Certificate* or a *Department* Certificate of Appreciation is approved by the Chief of Staff, the appropriate document *must* be prepared by the Community Relations Section, and forwarded through channels to the Chief of Police for signature. The document *must* then be forwarded to the Police Commission. Upon the signing of the document by the members of the Board of Police Commissioners, the Community Relations Section *must* be notified to arrange an appropriate presentation at a Police Commission meeting.